



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 6000.1
Effective Date: June 15, 2006
Expiration Date: June 15, 2010**

Responsible Office: Logistics Management Team, Center Operations Directorate

SUBJECT: Transportation Management

1. POLICY

- a. Government-owned vehicles are restricted to a 200 mile radius of Langley Research Center (LaRC). Exceptions must be approved by the Transportation Officer.
- b. The use of hand-held wireless (cellular) phones is prohibited when driving motor vehicles owned, leased, or rented by the Federal government.
- c. Government motor vehicles will not be assigned for the exclusive use of any one official unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of daily usage. The use of Government motor vehicles for the transportation of employees between their residences and places of work is prohibited by law. This restriction does not apply to employees on valid temporary duty travel orders or to Office of Inspector General (OIG) personnel performing criminal law enforcement functions pursuant to statutory authority.
- d. General-purpose government-owned vehicles require a valid state operator's license for the type of vehicle to be operated.
- e. Special purpose government-owned vehicles/equipment requires a certification of training by an appropriate recognized authority for the type of vehicle or equipment to be operated.

Sanction – Use, or authorization of use, of Government provided vehicles for any purpose other than official business may result in disciplinary actions set forth in 41 CFR 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"

- f. It is the policy of LaRC to achieve maximum economy and efficiency in the management of the Center's motor vehicle fleet, including the identification, registration, inspection, official use, and reporting thereof.
- g. Transportation services available include:
 - (1) Government-owned vehicles for on and off-site official use

- (2) Shuttle service to/from NASA Headquarters
- (3) Secure messenger pick-up and delivery
- (4) Package pick-up and delivery
- (5) Furniture and equipment moves

2. APPLICABILITY

This policy is applicable to Langley Research Center civil servant employees.

3. AUTHORITY

- a. NPD 6000.1, "Transportation Management."
- b. 41 CFR 102-34, "Motor Vehicle Management."
- c. 41 CFR 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"
- d. 49 CFR 172.800-172.804, "Transportation – Hazardous Material Security Plan."
- e. 31 USC 1344, "Passenger Carrier Use."

4. REFERENCES

- a. NPR 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- b. NPR 6200.1, "NASA Transportation and General Traffic Management."
- c. LAPD 9700.3, "Travel Requirements, Officials, and Redelegations."

5. RESPONSIBILITIES

- a. Head, Logistics Management Team, COD

Approve the purchase of all transportation services, including motor vehicles or any piece of mechanized equipment for transporting passengers, goods, or apparatus.

- b. Transportation Officer, Logistics Management Team, COD
 - (1) Provide on-site contract oversight for transportation services.
 - (2) Ensure that all transportation services acquired by LaRC from common carriers are the most economical and efficient.
 - (3) Review motor vehicle assignments and utilization.

- (4) Maintain adequate motor vehicle assignment and utilization records.
- (5) Review and approve written requests for motor vehicle support for research and development projects.
- (6) Initiate action to replace unserviceable and unsafe motor vehicles.
- (7) Provide on-site contract oversight for motor vehicle operations.

c. Organizational Unit Managers

- (1) Assure that assigned motor vehicles and motorized equipment are justified and that these vehicles provide the most economical and effective means of fulfilling requirements.
- (2) Assure that purchase requests for motor vehicles include complete and proper justifications to support acquisition of the motor vehicle.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

As required by NPD 6000.1.

8. CANCELLATION

- a. LAPD 6000.1 dated October 10, 2004.
- b. LAPD 6000.3, "Motor Vehicle Management," dated January 26, 2005

original signed on file

Lesa B. Roe
Director